



## EMPLOYMENT APPLICATION

501 EVERGREEN POINT ROAD

MEDINA, WA 98039-0144

TELEPHONE: (425) 454-9222

FAX: (425) 454-8490

WEBSITE: [www.medina-wa.gov](http://www.medina-wa.gov)

*The City of Medina is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, or any other basis prohibited by federal, state or local law.*

**AN INCOMPLETE APPLICATION MAY DELAY ACTION OR DISQUALIFY YOU.  
PLEASE TYPE OR USE BALL POINT PEN IN COMPLETING THIS APPLICATION.**

Position Applied For: \_\_\_\_\_ Department: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are you under 18 years old? Yes No Daytime Phone: \_\_\_\_\_

Have you received a High School Diploma or GED? Yes No

Please list all post-secondary education received, including, School, City, State, Major, Degree/Certificate or credit hours received.

\_\_\_\_\_  
\_\_\_\_\_

**Describe your skills, knowledge & abilities that qualify you for this position. Please list licenses, professional affiliations and non-religious volunteer experience that pertain to this position.**

\_\_\_\_\_  
\_\_\_\_\_

**Can you perform the essential functions of the position(s) for which you are applying with or without reasonable accommodation? (Please see job description)** Yes No

**Have you served in the United States Armed Forces?** Yes No

**If yes, please give dates of service and Branch:** \_\_\_\_\_

**Have you been convicted of a felony or released from prison within the last 10 years, or convicted of a misdemeanor other than traffic offenses within the past three years?** Yes No

**If yes, please give nature of crime, dates of convictions and the court in which you were convicted:**

(Conviction of a crime will not disqualify you from employment unless it would reasonably affect your fitness for the job for which you have applied. Attach additional page if more space is needed.)

PLEASE READ CAREFULLY

Resumes may be attached but will not be accepted as a substitute for completing this section. Beginning with your present or most recent employment, list your work experience for at least the last ten years, including periods of self-employment & U.S. military service. Attach separate sheets if necessary.

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COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ YOUR POSITION: \_\_\_\_\_  
START DATE: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_ SALARY: \_\_\_\_\_  
STATUS:      FULL TIME      PART TIME      MAY WE CONTACT?      Yes      No  
SUPERVISOR'S NAME/TITLE: \_\_\_\_\_  
DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ YOUR POSITION: \_\_\_\_\_  
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STATUS:      FULL TIME      PART TIME      MAY WE CONTACT?      Yes      No  
SUPERVISOR'S NAME/TITLE: \_\_\_\_\_  
DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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COMPANY NAME: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_  
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STATUS:      FULL TIME      PART TIME      MAY WE CONTACT?      Yes      No  
SUPERVISOR'S NAME/TITLE: \_\_\_\_\_  
DUTIES: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

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**This statement must not be altered.** I understand that false or misleading information in any of my answers or statements will result in my application being eliminated from further consideration, or if employed, will be cause for my dismissal. All statements submitted on this application for employment will be subject to investigation and verification prior to appointment.

This application should not be construed as and does not constitute a contract, express or implied, guaranteeing employment for any specific duration. You or the City may terminate this relationship at any time, for any reason, with or without cause or notice. Any oral or written statements or promises to the contrary are expressly disavowed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notice: If selected, you will be required to verify you are legally eligible to work in the United States prior to appointment.  
(P.L. 99-603: U.S. Immigration Reform and Control Act of 1986)